

Are there things in your life that comfort you to the point of apathy? How can you make a change in those areas?

#### SESSION 5

Date \_\_\_\_\_

Lesson: Do what Jesus did (pp. 35-41).

(1) Discuss your answers to the homework questions from the previous session. (2) Share successes or failures in applying the truths you're learning.

For next session:

- ✓ Bible Reading: Continue daily Bible reading.
- ✓ Scripture Retrieval: Choose a new truth or promise (pp. 66-67); memorize the new passage and review the past four.
- ✓ Prayer: Go to the resource tab at [biblicalstrategies.com](http://biblicalstrategies.com) for additional recommendations to enhance your prayer time.
- ✓ Biblicize: Using the suggestions in the Biblical values chart (p. 72-73), select several roles that are applicable and study the accompanying Bible passages (add other roles as necessary).
- ✓ Meditation: Read pp. 42-50 in *TBT* and consider:  
*Put together a budget of how you should be spending your time, including the following: family, work, ministry, chores, and rest.*  
*What relationships are being hurt as a result of your procrastination?*  
*What should be your greatest priority? How should that be demonstrated in your life?*  
*Build a chart for YOUR life. Be specific.*

#### SESSION 6

Date \_\_\_\_\_

Lesson: Live by the Spirit - Part 1 (pp. 43-50).

(1) Discuss your answers to the homework questions from the previous session. (2) Share successes or failures in applying the truths you're learning.

To prepare for the next session:

- ✓ Bible Reading: Continue with daily readings.

- ✓ Scripture Retrieval: Choose a new truth or promise (pp. 66-67); memorize the new passage and review the past five.
- ✓ Prayer: Continue with your prayer time.
- ✓ Biblicize: Using your applicable roles and Bible study from the previous week develop your personal identity statements (pp. 50-52; 72-73).
- ✓ Meditation: Read pp. 50-59 in *TBT* and consider:  
*List your roles and responsibilities, first as they currently are, and, also, how they ought to look.*  
*Now express how you should be spending your time in those roles. Use Scripture where possible, and previous homework to help inform this.*  
*In what area are you currently spending too much time? What area are you currently ignoring?*  
*Make a list of your unfinished tasks, take the least preferred, and move it to the top.*

#### SESSION 7

Date \_\_\_\_\_

Lesson: Live by the Spirit - Part 2 (pp. 50-59).

(1) Discuss your answers to the homework questions from the previous session. (2) Share successes or failures in applying the truths you're learning.

*While this concludes the study, it should not conclude the daily habits essential for growth you have been developing. May you continue to grow in grace and in the knowledge of the Lord Jesus (2 Pet. 3:18).*

- ✓ Bible Reading: Continue with daily readings.
- ✓ Scripture Retrieval: Select Bible passages in areas of struggle and continue your pattern.\*
- ✓ Prayer: Deepen and develop your prayer time.
- ✓ Exercise: Commit the three "self-control statements" to memory and begin applying them to the use of your time (pp. 55-57).
- ✓ Meditation: Spend 15 minutes a day reading a spiritual growth book to supplement your daily Bible reading.\*

\* Check out the resources tab at [biblicalstrategies.com](http://biblicalstrategies.com) for free downloads of many helpful articles and tools.

## Accountability Plan Study Guide

# Taking Back Time

## biblical strategies for overcoming procrastination



**Biblical Strategies**

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## STUDY GUIDE & ACCOUNTABILITY PLAN

This guide accompanies the book *Taking Back Time: biblical strategies for overcoming procrastination*. It is intended to assist you in personal study, counseling or discipleship. It can also be used to lead a small group study through *Taking Back Time (TBT)*. Permission is granted to make copies and distribute as needed. Additional resources are available at: [www.biblicalstrategies.com](http://www.biblicalstrategies.com)

### SESSION 1

Date \_\_\_\_\_

**Lesson:** Getting started.

Read pages 7-8, and discuss the following questions:

*With what activities, tasks or actions do you most often find yourself procrastinating?*

*List at least 3 fears that influence your procrastination.*

*In what other ways are these fears negatively affecting you?*

Read page 60 and familiarize yourself with the practical suggestions (pp. 61-67)

**To prepare for the next session:**

√ Bible Reading: Begin your daily Bible reading (p. 64-65).

√ Scripture Retrieval: Choose a truth or promise (pp. 66-67) and begin memorizing the biblical passage.

√ Prayer: Use the 10-minute prayer pattern (p. 61)

√ Meditation: Read pp. 9-18 in *TBT* and consider:

*In what specific ways do you need to exercise trust in God in your area of procrastination?*

*How do God's power, sovereignty, love, and character address your fear in procrastination?*

*Give three occasions where God has taken your failure (or weakness) and caused it to become His glory.*

*When we fail to trust God (doubt Him), what are we implying about God? About ourselves?*

### SESSION 2

Date \_\_\_\_\_

**Lesson:** Fear: the secret motivator (pp. 9-18)

(1) Discuss your answers to the homework questions from the previous session. (2) Share successes or failures in

applying the truths you're learning.

**To prepare for the next session:**

√ Bible Reading: Continue daily Bible reading (pp. 64-65).

√ Scripture Retrieval: Choose a new truth or promise (pp. 66-67); memorize the new passage and review the past one.

√ Prayer: Continue with the 10-minute prayer pattern (61)

√ Analyze: Run a copy of the 15-minute time journal (pp. 68-69) or develop your own. Keep track of your time in 15 minute increments for two weeks (see pp 44-45).

√ Meditation: Read pp. 19-25 in *TBT* and consider:

*What are you currently putting off? In what ways could that procrastination cause "decay" in your life?*

*Clearly we can't check everything off of our lists today. Put together a tentative schedule that holds you accountable to act today, and in days to come.*

*What are you making a priority that you shouldn't? What should you make into a priority?*

### SESSION 3

Date \_\_\_\_\_

**Lesson:** Pride: the overconfident optimist (pp. 19-25).

(1) Discuss your answers to the homework questions from the previous session. (2) Share successes or failures in applying the truths you're learning.

**To prepare for the next session:**

√ Bible Reading: Continue daily Bible reading (pp. 64-65).

√ Scripture Retrieval: Choose a new truth or promise (pp. 64-65); memorize the new passage and review the past two.

√ Prayer: Reflect upon the character of God and add those thoughts to your time of praise when you pray (p. 62).

√ Analyze: Continue keeping track of your time using a 15-minute journal. As you see patterns of time poorly spent, prayerfully make corrections (see p. 68 for suggestions)

√ Meditation: Read pp. 27-34 in *TBT* and consider:

*List three things you need to do in order to accomplish a task for which you are currently procrastinating.*

*How do you use your time when you have little that is urgent to accomplish?*

*Since God is sovereign, why do you think he gave you the task you are putting off?*

*What are some things you allow to interrupt your productivity? How can you better manage those things?*

*What are some things you see as opportunities that will remain available for you to accomplish later? Which relationships fall into this category?*

*What do you find yourself busy doing? Is it the best thing to be busy about?*

### SESSION 4

Date \_\_\_\_\_

**Lesson:** Laziness: the stubborn enabler (pp. 25-32).

(1) Discuss your answers to the homework questions from the previous session. (2) Share successes or failures in applying the truths you're learning.

**To prepare for the next session:**

√ Bible Reading: Continue daily Bible reading (p. 65).

√ Scripture Retrieval: Choose a new truth or promise (pp. 66-67); memorize the new passage and review the past three.

√ Prayer: Go to the resource tab at [biblicalstrategies.com](http://biblicalstrategies.com) for additional recommendations to enhance your prayer time.

√ Prioritize: Evaluate your priorities in light of the "important/urgent matrix" (pp. 70-72). Attempt to implement the necessary changes (see pp. 45-49 for further explanation).

√ Meditation: Read pp. 35-41 in *TBT* and consider:

*What is your current method of reading the Scriptures? Is it effective? Is it consistent?*

*What do you believe is God's will for you, based on what the Bible teaches? Are you intent on this purpose?*

*Are you putting to memory verses that remind you of your purpose? What are they?*

*What are some ways you can communicate to God, yourself and others that His will is your priority?*